



INSTRUCTIONS FOR FILING A CLAIM

HOW TO SUBMIT A CLAIM

Claims against the Chicago Park District should be submitted to Risk Management pursuant to these instructions. Claimants must be the owner of the value and property. Each section of the claim form must be fully completed and signed. If a particular question is inapplicable, indicate by placing "N/A" in the space provided. Failure to provide a completed report and copies of required supporting documentation may result in the denial of a claim. Once submitted additional documents, receipts, etc., will not be accepted for review, please make sure the packet is complete at time of submission.

PROPERTY DAMAGE

A claim for damages to a claimant's property caused by the Chicago Park District. All sections of the Property Damage Claim Form must be completed along with two written estimates for the cost of repairing damages. If a particular question is inapplicable, claimant must indicate by place "N/A" in the space provided.

- Completed and signed Property Damage Claim Form
- Two (2) written estimates for the cost of repairing damages
- Copies of paid receipts for repairs
- Copy of police report for the incident
- Copies of photos of damages as a result of incident

AUTO DAMAGE

A claim for damages to a claimant's automobile, caused by a motor vehicle owned by the Chicago Park District and operated by a Park District employee. All sections of the Vehicle Damage Claim Form must be completed with three written estimates for the cost of repairing damages. If a particular question is inapplicable, claimant must indicate by place "N/A" in the space provided.

- Completed and signed Vehicle Damage Claim Form
- Three (3) written estimates for the cost of repairing damages
- Copies of paid receipts for repairs
- Copy of police report for the incident
- Copies of photos of damages as a result of incident

STATUS OF CLAIM

Please be aware that typically, claims can take several months to process, which consists of reviewing materials submitted in your packet, investigating your claim, contact with witnesses or other individuals noted in your claim, as well as coordination between the various Chicago Park District departments prior to a determination. Claimants may be contacted by the District's Risk Management Department to investigate claims. Any address and telephone number changes should be reported to avoid delays in claims processing. Including an incorrect number of estimates to repair the damage will also delay the process immensely.

MAIL OR ONLINE

You may submit your completed claim form by mail, fax, or via email, including copies of relevant supporting documentation for review. If submitting online, you must attach required documents to your email message and provide digital signature. If submitting by mail, please include copies DO NOT submit your original documents, retain these for your records. All documents for the claim must be submitted as an entire package, including a signed statement of the incident.

CHICAGO PARK DISTRICT
ATTN: RISK MANAGEMENT
4830 S Western Ave Chicago, IL 60609
Tel: (773) 947-0715 | Fax: (312) 742-5316
riskmanagement@chicagoparkdistrict.com